

TO: Summer Food Service Program Sites  
FROM: Julie Pruett Bishop  
Columbus Recreation and Parks Food Access Office Director  
SUBJECT: 2018 **SUMMER FOOD SERVICE PROGRAM OVERVIEW AND APPLICATION INFORMATION**

Columbus Recreation and Parks Department provides free meals and snacks to children age 1-18 at a variety of community locations. Our goal is to assure that all children in our community have access to nutritious meals at safe and fun locations in their own neighborhoods. We thank you for your interest in serving the children of Columbus with us this summer.

**PAPERWORK DEADLINE IS APRIL 16, 2018.** Paperwork should be emailed to [foodoffice@columbus.gov](mailto:foodoffice@columbus.gov).

**OPERATION DATES:**

Summer food service will run from June 4<sup>th</sup> through August 17<sup>th</sup>, 2017. We will be closed July 4<sup>th</sup>.

**APPLICATION PROCESS:**

All sites, new and returning must submit the following: Application/contract, proof of liability insurance, and proof of 501c3 status. Incomplete applications will not be processed.

At least two staff or volunteers must be trained before meal service can begin. Dates will be published on our website.

Sites that are new, returning but in a new space, or who were in violation of program rules last year will require a site visit before their application can be approved.

**DELIVERY INFORMATION:**

Meals will be delivered to sites that serve for at least 4 consecutive weeks, open before 10 am, and serving at least 20 children a day.

If you do not meet the above requirements you may still be able to participate but could be required to pick up your meals from the food production center.

**KEEP IN MIND THESE POINTS BEFORE RETURNING THE ABOVE REQUIRED PAPERWORK:**

1. If your site has multiple programs in the same facility you must serve the meals within the same block of time unless otherwise approved.
2. You must provide your own refrigeration, refrigerator thermometer, and food thermometer.
3. You must abide by any changes that the government may impose upon our programs and you are responsible for making those changes in regulations, etc.
4. You must include on all publicized materials including bulletin boards and fliers the following statement: ***"The USDA is an equal opportunity provider."***
5. You are responsible for staffing and funding your site's programming, including internet access or mobile data. We only provide the meals.

6. All sites that choose to operate as “Closed” must collect income eligibility applications from all attending children and turn in attendance records weekly.

Please call or email us if you have any questions. If you're unsure at this point if your site will participate in the program, it is best to complete the application process now.

**The information is available on the following City of Columbus web page:**  
<http://www.columbus.gov/recreationandparks/programs/Free-Meal-Programs/>

Thank you for your support.

Julie Pruett Bishop  
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\*\*\*Please note: our mailing address is the same, but our office has moved to Blackburn Recreation Center. Please call before stopping by so that we make sure you can find us!!!

***“The USDA is an equal opportunity provider and employer.”***